

Activity Overview:

Whether you are creating a to-do list for yourself, or typing an outline for a school project, adding bullets or numbering to the list can be helpful. A list is much easier to read if each item is separated by a bullet or number. Word allows you to easily add customized bullets and numbers so that you can enhance the look of any list in a document.

In this activity, you will insert bullets and numbering into a “Top 5 Vacation Destinations” list.

New Skills Introduced:

In this activity, you will practice how to:

1. create a bulleted list
2. customize a bulleted list
3. create a numbered list
4. increase and decrease indent
5. set paragraph and line spacing
6. display show/hide codes

Instructions:

1. Create a NEW blank document in Word
2. Insert a header: Name Vacation Date
3. Set spacing after to 0 pt and line spacing to single.
4. Starting on the first line of the document, type the text shown below. Leave one space between the title and the list (as shown). Also, press “enter” after the last word, “Nevada”, to begin a new line.

Top Five Vacation Destinations

Caribbean
France
Rome, Italy
Hawaii
Las Vegas, Nevada

5. Select the title “Top Five Vacation Destinations” and format to Arial, 16 pt, bold.
6. Select the remaining text and format to Arial, 12 pt.
7. Turn on the **Show/Hide** codes to view paragraph marks and other hidden formatting symbols in your document.
8. Select all the text and copy and paste it three times on your page. This will give you a total of four identical “Top Five Vacation Destination” lists on your page.

New Skill

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9. Separate each of the lists with three blank lines. (ENTER is shown as ¶ in the codes)

New Skill

10. Select only the list part of the second “Top Five Vacation Destinations” list (starting with Caribbean and ending with Nevada). Format it as a numbered list using the numbering feature. Decrease indent.

New Skill

11. Select only the list part of your **third** “Top Five Vacation Destinations” list and format it as a bulleted list using the bullets feature. Use the standard bullet style (•). Decrease indent.

12. Select only the list part of your **fourth** “Top Five Vacation Destinations” list and format it as a bulleted list using the bullets feature. Create your own bullet by defining a new bullet style. Decrease indent.

13. Carefully proofread the document for spelling, grammar, and accuracy.

14. Save the document as VACATION in your IT9 folder.

15. Submit the document to Mrs. Cousar by email with the subject line: Vacation ITperX (replace the X with your IT period. **Note:** Mrs. Cousar has an automatic email sorter. If you put extra spaces in the subject line, or do not type the subject correctly, your email will wind up in her trash, and you will get no marks! Follow instructions precisely!)